



GLAND PHARMA LIMITED

27 July 2020

Mr. Reetu P,
B Sc,
S/o Velayudhan P,
B-8, Lotus-Padmahara,
Near Raghavendra Madom, Kalikotta Palace,
Tripunithrura, Cochin,
KERALA - 682301.

Sub: Appointment Letter

Dear Mr. Reetu,

With reference to your application and subsequent to our discussions we are pleased to appoint you in our organization as "**Group Product Manager**" in the **Domestic Marketing** Department of our Organization on the following terms and conditions:

- 1) Your place of work will be at our Marketing Office situated at IDPL.
- 2) Your duties relate principally to **Domestic Marketing**. You may be assigned such other duties that will fit with your experience and managerial skills.
- 3) You will report to "**Senior General Manager - Sales & Marketing**" or any other Officer authorized by him with regard to your service from time to time.
- 4) Your annual remuneration (Cost to Company) is as detailed in Annexure - A.
- 5) Your employment with us will be governed by the terms and conditions referred to in Annexure- B.
- 6) This appointment is effective from the date of your joining the Company i.e on **27 July 2020**.

Please sign the duplicate copy of this order and return to HR Department as a token of your acceptance of conditions therein.

We welcome you to Gland Pharma, and look forward to a long and mutually beneficial association.

With best wishes

For Gland Pharma Limited

SHILPI SAHAY
Deputy General Manager - HR

T. S. P.





GLAND PHARMA LIMITED

27th April 2021

Employee Name : REEJU P
Employee Code: 14099
Designation : GROUP PRODUCT MANAGER
Department : DOMESTIC MARKETING
Location : CHINTAL

Dear Reiju,

Congratulations! We are pleased to inform you that you will be given a CTC increase for FY 21 -22. We would like to express our sincere appreciation for your great contribution and dedication to Gland Pharma Ltd., a Fosun Pharma Company.

2020 Variable Pay:

Your performance assessment is based on the result of the financial indicators of 2020, which has been confirmed by the Finance team & your annual Target Variable Pay has been approved by Group, which has been paid out in March 2021 is listed as below:

2020 Performance Rating	Variable Pay multiplier	Annual Target Variable Pay Amount 2020 (Rs.)	Total Variable Amount payout (Rs.)
Good	0.9	58018	22603

FY 21-22 CTC Increase:

According to your performance, group pay philosophy and local market pay competitiveness, your FY 21-22 CTC increase will be 8% and effected on 1st April 2021, listed as below & break-up in Annexure 1.

FY 20-21 Total CTC PA (Rs.)	FY 21-22 Total Fixed CTC PA (Rs.)	Annual Target Variable Pay (Rs.)	FY 21-22 Total CTC PA (Rs.)
680000	630927	86035	716962

We would like to remind you that your compensation matters are to remain strictly confidential between you and your company and must not be disclosed to others. We expect that you will ensure the same.

Thank you again for your continuous contributions and commitment to Gland Pharma. Let's keep moving to drive business growth and pursue future success together.

Regards,

For GLAND PHARMA LIMITED

SRINIVAS SADU
MD & CEO



**7. Restraints****(a) Non - Disclosure**

You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instrument, documents, etc., relating to the Company that you may have pursued as an employee of the Company.

(b) Passwords

Access to our network, development environment is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.

8. Retirement

The normal age of retirement shall be 58 years and accordingly it is a condition of employment that you will automatically retire on attaining the age of 58 years.

9. Identity Cards

You are required to wear the identity card provided by the Company every day while on duty. You are also required to ensure that all the employees of your section should wear the card while on duty.

10. Code of Conduct

Standards are set not to restrict the rights of any individual but to protect the privileges enjoyed by many employees of the Company. The rules of the conduct outlined in this section are not exhaustive; however, they are representative of the types of conduct, which cannot be permitted, in an efficient and harmonious business Organization. As a general rule the following actions are not permitted in the Company premises.

11. Employment Conduct

The Company requires *total honesty*. And will not accept:

- Any acts of dishonesty, including, but not limited to, falsification of any Company records, documents or information provided concerning you or other employees.
- Stealing or having in your possession the property of the Company or of other employees without prior permission.

The Company requires a *team effort*. And will not accept:

- Insubordination--Refusal to obey a reasonable direct order from your manager, or any other member of management.
- Deliberately restricting production output, malingering, loitering, or sleeping during working time, or interfering with another employee in the performance of his/her job.
- Excessive tardiness or unauthorized absences from scheduled work. You shall not be absent from your duties without obtaining prior permission or leave from your superiors and in case you are absent from your duties unauthorizedly, action against you will be taken as per the Company's 'Absconding from Work Policy'.

contd...3...



The Company requires a *non-abusive environment*. And will not accept:

- Committing an improper, immoral act or any act of violence, such as fighting, in the company premises.
- Repeated tardiness or absenteeism.
- Absence without legitimate cause or failure to inform appropriate management of absence within a reasonable time.
- Refusal to perform work as directed, willful neglect of duty, malingering or shirking of duties.
- Possession or use of alcoholic beverages, or illegal narcotics or dangerous drugs in the company premises or reporting/returning to work under the influence of same.
- Falsification or omission of pertinent data when completing applications for employment and/or clearance, accounting forms, personnel records or other company records.
- Willful violation or disregard of safety, health, fire, security or employment regulations, signs and notices.
- Disobedience or insubordination.
- Permitting another person to substitute or falsely use an official badge or identification card.

12. General

(a) Upon termination / cessation of your employment you will return to the company all the papers, documents, programs and formulae relating to business that may be in your possession at that time and will not retain any copies or extracts thereof.

(b) The above terms and conditions including those in Annexure - A (Salary Break up) are based on Company Policies, procedures and other rules currently applicable and are subjected to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct, etc., you will be governed by the rules of the Company as shall be in force from time to time.

13. Your performance revision will be in April 2021.


SHILPI SAHAY

Deputy General Manager - HR

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ACKNOWLEDGEMENT

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them.

Name in Full : Mr. Reetu P

Signature : 

Address :

B.B. LOTUS PADMAHARA, NEAR RAJAHAVENDRA NADAM,
TRIPUNTHURA, COCHIN - 682301

Date :

10/08/2020

Place :

Hyderabad.



ANNEXURE - A

Mr. Reeru P

Group Product Manager - Domestic Marketing

S.NO.	PARTICULARS :	AMOUNT RS.	
		PER MONTH	PER ANNUM
A	Monthly Salary:		
1	Basic	20733	248796
2	House Rent Allowance	12958	155496
3	Conveyance Allowance	7775	93300
4	Special Allowance	3904	46848
5	Medical Allowance	1250	15000
6	Leave Travel Allowance	1728	20736
	TOTAL A	48348	580176
B	Annual Benefits :		
1	PF Contribution	2488	29856
2	Gratuity (15 days Basic per year on last salary drawn)	997	11964
	TOTAL B	3485	41820
	Fixed CTC	51833	621996
C	Target Variable pay :		
1	Target Variable pay (Per annum)		58018
	TOTAL C		58018
	TOTAL (A+B+C)	51833	680014

SHILPI SAHAY
Deputy General Manager - HR

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Annexure 1

Employee Name : REEJU P
 Employee Code: 14099
 Department : DOMESTIC MARKETING
 Location :CHINTAL

(All Figures in INR)

	PARTICULARS	Existing Total Remuneration Structure		Revised Total Remuneration Structure w.e.f April 1,2021	
		Per Month	Per Annum	Per Month	Per Annum
A	Gross Salary:				
	Basic	20733	248796	21031	252371
	HRA	12958	155496	13144	157732
	Conveyance Allowance	7775	93300	7827	94539
	LTA	1728	20736	1753	21036
	Medical Allowance	1250	15000	1250	15000
	Special Allowance	3904	46848	3977	47721
	Sub-Total:	48348	580176	49042	588498
B		Per Month	Per Annum	Per Month	Per Annum
	Indirect Benefits:				
	PF Contributions	2488	29856	2524	30284
	Gratuity	997	11964	1012	12144
	Sub-Total:	3485	41820	3536	42428
	Total Fixed CTC (A+B)	51832	621982	52577	630927
C		Per Month	Per Annum	Per Month	Per Annum
	Target Variable Pay				
	Sub-Total:		58018		86035
	Total Cost to Company (A+B+C)		680000		716962

For GLAND PHARMA LIMITED



SRINIVAS SADU
 MD & CEO

ANNEXURE - B

Mr. Reeju P,
Group Product Manager - Domestic Marketing

Terms and Conditions of Employment**1. Level and Grade**

You will be under Level – 3 with Grade Middle Management –4.

2. Secrecy

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential all information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the company.

3. Conflict of Interest

Your position with the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for the remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

4. Assignments/ Transfer/ Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/transfer/lend assignments to sister companies, associate companies or place of customer anywhere in India or abroad as the new assignment will demand.

5. Termination of employment

It is also understood and agreed upon that;

(a) Either party can terminate this employment by serving a notice of 90 days on the other, should the Company desire to terminate your services, the Company may do so by giving three months gross salary or notice as it feels appropriate due to business obligations.

(b) Notwithstanding anything to the contrary herein contains, misconduct on your part will entail you to terminate your services without any notice or pay in lieu thereof.

6. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or Overseas. In case, at a later date, any of your statements or particulars furnished are found to be false or misleading, the Company shall have all the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

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